Directions for Using the 2006 HSAP Database Application

Note: For questions or assistance with the application, contact Shiqi Hao at 803-734-0665 or by e-mail at shao@ed.sc.gov.

General Process

1. First, save the Access database file named '2006HSAPdataApp' to your computer's hard drive prior to opening the file. (You should have Microsoft Access 2000 or higher to run the data.)
2. Open Microsoft Access and then open the database application. You can open the database directly by double-clicking its icon after saving it to your computer's hard drive. When you open it, a form will pop out as shown below.
3.

4. Click the 'Import Raw Data' button. You will be prompted for a directory and a file name as shown below.
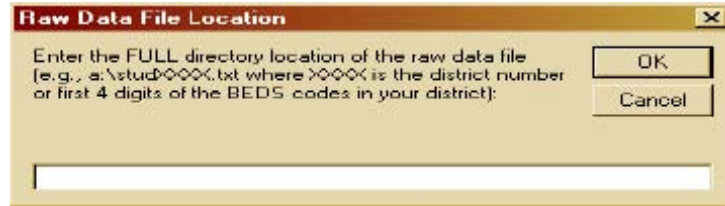
5. Type the location of the data file you received from AIR. Do not forget the back slashes. Click OK.
6. A message will appear warning you that the import process will overwrite any data you have in your database. Click OK.
7. The *Importing Data* window will appear. It will display a counter telling you how many records are being imported. (The student record count will be one less than the record count of the data file because the first record contains the variable names.)
8. After the import is finished a report will automatically open in preview mode and indicate how many student records were imported. (FYI: The data are imported into the Access table called *tblStudent*.) View and/or print the report; then close the preview window. The Main Form (pictured in Step 2) should be on the screen.

   If you import the data when *tblStudent* is not blank (for example, you receive an updated test diskette) you will get an information message that provides the original import date and asks if you want to import again. Click OK to proceed. Unless you receive a new diskette, or change the source data, it is only necessary to import the data once.

9. Some basic school/district summary reports and student listings have been provided to get you started. Click on the report buttons and these reports will open in preview mode. You can view or print the reports just as you did in Step 7 for the import verification report.
10. The application will create school level Excel files based on the columns of data you select and in the order of columns you specify. Two sets of Excel files can be created: one is according to the school the student tested in, and the other is according to the fall assignment code. Click the buttons for Steps 1-4 on the Main Form and follow the directions. The remaining pages of this handout have details regarding this process.
11. You can close the Main Form to get to the main Access window. You can develop your own queries and reports using the data in *tblStudent*.

Creating School Level Excel Files: Steps 1-2

Click the command buttons for each step. Steps 1 and 2 produce a set of Excel files according to the school the students tested in. An Excel file for each distinct BEDS code will be created. Steps 3 and 4 produce another set of Excel files according to the fall assignment code.

Step 1: Specifying Variables and the Order They Appear in Excel Files

Specify variables that should appear in the Excel file. Each time you perform this step it will show the preferences after the last update. If the preferences do not need to be changed, skip this step.

➢ The variable names are listed according to their order in the layout provided by AIR. The attached 2006 South Carolina HSAP District Data File layout provides the variable names listed together with AIR's variable descriptions.

➢ If a variable should be in the Excel file, check the box next to it.
Control the order of the columns in the Excel files by updating the column number. The first variable to be in the Excel file's first column should have a column number of 1, the second one should have a column number of 2, etc. If not all column

numbers are provided or if some numbers are duplicated, the column order in the Excel file will be based on programming defaults. For full control, complete the column number field according to the instructions.
➢ The preferences you indicate are saved automatically. You can click the "Click to Exit" button to return to the Main Form.

Details for those who are interested:

The programming will list variables according to increasing values of the column number. If there are duplicate column numbers, the order will be according to the layout. For example, if you selected variables but did not indicate column numbers, the variables will be in the same order as they appear on the layout. Another example is: if you want to put 20 variables in the Excel files and 10 of them have no column number and 10 of them have 1 as the column number, then the order is all variables with no column number (according to the order they appear on the layout) followed by the variables with 1 as the column number (also according to the order they appear on the layout).

Step 2: Creating Excel Files According to School Tested In

You must complete Step 1 prior to executing Step 2. Specify the directory in which the Excel files should be written in and then click the button. The name should be the exact directory name recognized by your computer (e.g., c:\temp).

➢ Specifying a directory that does not exist will abort the procedure. (Access users sometimes experience problems writing to a network drive. If you specified a network drive directory below and are experiencing an abnormally long waiting time without any or all files being written to the directory you specified, you can try using a non-network drive directory to see if that resolves the problem. The waiting time will depend on your computer and the amount of data being written into an Excel file. Once the process begins, monitor the status bar at the lower left-hand corner of the screen.)

➢ The data in the files will be sorted by last name, first name, middle initial, and EFA grade.

➢ An example of an Excel file's name may be "0506 HSAP ABC Middle 028.xls" where 0506 refers to the 2005–06 school year and 028 is the last three digits of ABC Middle's BEDS code.

➢ A district Excel file will also be created. It will be named "0506 HSAP district data.xls."

➢ If Step 2 is executed more than once and you specify the same directory and the files are always given the same name then you will not get a warning that files are being overwritten. If you want to create Excel files with different Step 1 preferences and wish to keep any existing Excel files from previous Step 2 executions, specify a new directory name.

Security of Electronic Files

Test data files contain confidential student information and test scores. The following precautions can be taken to keep electronic data files secure:

➢ Be aware of who has copies of files and make sure these individuals are aware of how they can keep the files secure.

➢ Prevent unauthorized access to the files.

➢ When deleting files, make sure the file is not just in the computer's Recycling Bin ready to be retrieved. Permanently delete the selected file(s) by pressing the Shift key and then pressing the Delete key, or empty the recycling bin if only the Delete key was used.

➢ Be aware of secure and non-secure methods of transmitting electronic files as e-mail attachments. For example, transmitting unencrypted files over the Internet is not secure. Sending e-mail within a district's network is typically secure, but confirm this with your district information technology personnel.

➢ Once the Excel files are to be used, set a password for reading the file. Use File+ Save as. At the upper right-hand corner of Save AS window, select Tools +General Options. The following window appears. The password to open is at the lower right-hand corner of that screen. Enter the password and click OK. Confirm the password by reentering it and then click OK.

HSAP District Data Layout

Version		0.2	Date	1/30/2006	
Field Heading	**Field Begin**	**Field Length**	**Field End**	**Description/Comments**	
District BEDS Code	1	4	4	4-digit = numeric	
School BEDS Code	6	3	8	3-digit = numeric	
District Name	10	40	49	Character field	
School Name	51	40	90	Character field	
Class Sheet Number ELA	92	3	94	3-digit numeric (000-999) Blank in 2006	
Class Sheet Number Math	96	3	98	3-digit numeric (000-999) Blank in 2006	
Test Admin Name ELA	100	20	119	Character field is divided as follows: Last Name First Initial Middle Initial 18-20 Filler	
Test Admin Name Math	121	20	140	Character field, divided as above	
Grade	142	2	143	Character field	
Student Last Name	145	15	159	Character field	
Student First Name	161	12	172	Character field	
Student Middle Initial	174	1	174	Character field	
Student Month of Birth	176	2	177	2-digit numeric (no character data to be used in this field – mults will be presented as blanks)	
Student Day of Birth	179	2	180	2-digit numeric (no character data to be used in this field – mults will be presented as blanks)	
Student Year of Birth	182	4	185	4-digit numeric (no character data to be used in this field – mults will be presented as blanks)	
Ethnicity	187	2	188	W = White B = African American H = Hispanic A = Asian I = American Indian BI = African American / American Indian P = Hawaiian / Pacific Islander WB = White / African American WI = White / American Indian WA = White / Asian O = Other	
Gender	190	1	190	M = Male F = Female	
Attempt - ELA	192	1	192	1=1st attempt, 2=2nd attempt, 3=3rd attempt, 4=4th attempt, 5=5th attempt or more	
Attempt - Math	194	1	194	1=1st attempt, 2=2nd attempt, 3=3rd attempt, 4=4th attempt, 5=5th attempt or more	
Alt School Program	196	1	196	Y = Yes, N = No	
Pre-code Student	198	1	198	P = Student information from pre-code file. Blank = from bubble demographic	

Student ID	200	12	211	12 digit = numeric (from precode – or from bubble if not on precode)
SUNS for Testing ID - ELA	213	10	222	10 Digit = numeric from bubble
SUNS for Testing ID - Math	224	10	233	10 Digit = numeric from bubble
Subject Tested ELA	235	1	235	Y = Yes (completed DAY 1 and DAY 2) N = No (completed neither DAY 1 nor DAY 2) 1 = Incomplete (completed only DAY 1) 2 = Incomplete (completed only DAY 2)
Subject Tested Math	237	1	237	Y = Yes, N = No
Non-Aggregated Student – ELA	239	1	239	Y = Non-Aggregated Student – ELA (Does not appear in state summary reports) N = Aggregated Student – ELA
Non-Aggregated Student – Math	241	1	241	Y = Non-Aggregated Student – Math (Does not appear in state summary reports) N = Aggregated Student – Math
Form Used ELA	243	5	247	A35, C39BR, C39SL (Spring 2006) A36, C44BR, C38SL (Summer 2006)
Form Used Math	249	5	253	A35, C35BR, C35SL (Spring 2006) A36, C42BR, C36SL (Summer 2006)
504 Accommodation Plan	255	1	255	Y = Yes, N = No
Gifted	257	1	257	0 = N/A 1 = Academic 2 = Artistic 3 = Academic and Artistic (Both)
ESL	259	1	259	0 = Parent Waiver 1 = Pre-funcational 2 = Beginner 3 = Intermediate 4 = Advanced 5 = Full English Proficient 7 = Title III Exited 8 = English Speaker I 9 = English Speaker II * = Double Grid Blank = Blank
Lunch	261	1	261	N = No – not eligible F = Free R = Reduced Blank = Blank * = Double Grid
Migrant	263	1	263	Y = Yes N = No Blank = Blank * = Double Grid
INDIVIDUAL EDUCATION PROGRAM *** = If 'None' and another IEP specification is gridded**				

None	265	1	265	Indicates whether this student has an Individual Education Program Y = None N = Other IEP categories
Speech_ SP	267	1	267	Y = Yes, N = No
Hearing_ H	269	1	269	Y = Yes, N = No
Visual_ V	271	1	271	Y = Yes, N = No
Orthopedically _OI	273	1	273	Y = Yes, N = No
Emotionally_ ED	275	1	275	Y = Yes, N = No
Learning Disabilities_LD	277	1	277	Y = Yes, N = No
Educable Mentally_EM	279	1	279	Y = Yes, N = No
Trainable Mentally_TM	281	1	281	Y = Yes, N = No
Profoundly Mentally _PMD	283	1	283	Y = Yes, N = No
Other Health Impaired _OHI	285	1	285	Y = Yes, N = No
Autism _AU	287	1	287	Y = Yes, N = No
Traumatic Brain Injury _TBI	289	1	289	Y = Yes, N = No
Deaf Blindness _DB	291	1	291	Y = Yes, N = No
Multiple Disability_M	293	1	293	Y = Yes, N = No
ACCOMMODATIONS ELA				
Setting ELA	295	1	295	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Timing ELA	297	1	297	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Spelling ELA	299	1	299	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Presentation ELA	301	1	301	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Response Options ELA	303	1	303	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.

Scheduling ELA	305	1	305	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Loose Leaf ELA	307	1	307	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Large Print ELA	309	1	309	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Braille ELA	311	1	311	Y=Student tested on a Braille answer-document. N=Student did not test on a Braille answer-document. Blank if student did NOT return a test booklet.
Other ELA	313	1	313	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Special Request Code ELA	315	3	317	3-digit numeric (000-333)
Retest ELA	319	1	319	Y = Yes if an emergency form was used. N = No if an emergency form was not used. Blank if student did NOT return a test booklet for this subject.
MODIFICATIONS ELA				
Alternative Scoring ELA	321	1	321	Y = Yes for each modification category coded. N = For each modification not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Ext Writing Options ELA	323	1	323	Y = Yes for each modification category coded. N = For each modification not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Oral Script ELA	325	1	325	Y = Yes for each modification category coded. N = For each modification not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Signed Administration ELA	327	1	327	Y=Student tested on a Sign Language answer-document. N=Student did not test on a Sign Language answer-document. Blank if student did NOT return a test booklet.

Audiocassette ELA	329	1	329	Y = Yes for each modification category coded. N = For each modification not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
ACCOMMODATIONS MATH				
Setting Math	331	1	331	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Timing Math	333	1	333	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Scheduling Math	335	1	335	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Response Options Math	337	1	337	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Signed Administration Math	339	1	339	Y=Student tested on a Sign Language answer-document. N=Student did not test on a Sign Language answer-document. Blank if student did NOT return a test booklet.
Audiocassette Math	341	1	341	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Oral Script Math	343	1	343	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Loose Leaf Math	345	1	345	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.

Large Print Math	347	1	347	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Braille Math	349	1	349	Y=Student tested on a Braille answer-document. N=Student did not test on a Braille answer-document. Blank if student did NOT return a test booklet.
Other Math	351	1	351	Y = Yes for each accommodation category coded. N = For each accommodation not coded if student returned a test booklet. Blank if student did NOT return a test booklet.
Special Request Code Math	353	3	355	3-digit numeric (000-333)
Retest Math	357	1	357	Y = Yes if an emergency form was used. N = No if an emergency form was not used. Blank if student did NOT return a test booklet for this subject.
ELA				
ELA Scale Score	359	4	362	4-digit numeric, Blank = Not tested
ELA Achievement Level	364	1	364	1 = Level 1 2 = Level 2 3 = Level 3 4 = Level 4 Blank = Not tested
Met Exit Requirement ELA	366	1	366	Y = Yes, N = No Blank = Not tested
ELA Reporting Area 1 Level Reading Process and Comprehension	368	1	368	0 = Needs Improvement 1 = May need improvement 2 = Adequate Performance Blank = Not tested
ELA Reporting Area 2 Level Analysis of Texts	370	1	370	0 = Needs Improvement 1 = May need improvement 2 = Adequate Performance Blank = Not tested
ELA Reporting Area 3 Level Word Study and Analysis	372	1	372	0 = Needs Improvement 1 = May need improvement 2 = Adequate Performance Blank = Not tested
ELA Reporting Area 4 Level Writing	374	1	374	0 = Needs Improvement 1 = May need improvement 2 = Adequate Performance Blank = Not tested

ELA Reporting Area 5 Level Research	376	1	376	0 = Needs Improvement 1 = May need improvement 2 = Adequate Performance Blank = Not tested
				ELA Extended Writing Scores
ELA Extended Writing Reasons for No Score If scored, this field is blank.	378	1	378	Position 1 contains "no score". If not scored: O – Off Topic I – Insufficient Response U – Unreadable B – Blank
ELA Extended Writing Score	380	5	384	Format is 999.99 (decimal is implied) Max Value (15.00) Blank = Not tested
Domain Scores for ELA Extended Writing				**Four domain scores; format is 999.99 (decimal is implied). Allowable values 0.00 – 4.00, except for Voice, which is 0.00 – 3.00.**
Content and Development	386	5	390	Max Value (4.00), Blank = Not tested
Organization	392	5	396	Max Value (4.00), Blank = Not tested
Voice	398	5	402	Max Value (3.00), Blank = Not tested
Conventions	404	5	408	Max Value (4.00), Blank = Not tested
MakeUp ELA Session 1	410	1	410	Y = Yes, N = No
MakeUp ELA Session 2	412	1	412	Y = Yes, N = No
		MATH		
Math Scale Score	414	4	417	4-digit = Numeric Blank = Not tested
Math Achievement Level	419	1	419	1 = Level 1 2 = Level 2 3 = Level 3 4 = Level 4 Blank = Not tested
Met Exit Requirement Math	421	1	421	Y = Yes N = No Blank = Not tested
Math Reporting Area 1 Level Number and Operations	423	1	423	0 = Needs Improvement 1 = May need Improvement 2 = Adequate Performance Blank = Not tested
Math Reporting Area 2 Level Algebra	425	1	425	0 = Needs Improvement 1 = May need Improvement 2 = Adequate Performance Blank = Not tested
Math Reporting Area 3 Level Measurement and Geometry	427	1	427	0 = Needs Improvement 1 = May need Improvement 2 = Adequate Performance Blank = Not tested
Math Reporting Area 4 Level Data Analysis and Probability	429	1	429	0 = Needs Improvement 1 = May need Improvement 2 = Adequate Performance Blank = Not tested

Math Integrated Response Score	431	5	435	Max Value (9), Allowable values 0-9.
MakeUp Math	437	1	437	Y = Yes, N = No
Gridded Student Last Name ELA	439	14	452	Character field
Gridded Student First Name ELA	454	12	465	Character field
Gridded Student Middle Initial ELA	467	1	467	Character field
Gridded Student Last Name Math	469	14	482	Character field
Gridded Student First Name Math	484	12	495	Character field
Gridded Student Middle Initial Math	497	1	497	Character field
File End Information				
Test Administration	499	6	504	6 Character = "Spring", "Summer", or "Fall'
Test Year	506	4	509	4-digit test year (Example: 2005)